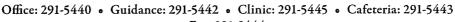


## Lake Asbury Elementary School

2901 Sandridge Road Green Cove Springs, Florida 32043







Jackie Cory

Carole McCullough ASSISTANT PRINCIPAL

July 19, 2010

Christopher Lee, Coordinator Property Control Clay County School Board 900 Walnut Street Green Cove Springs, FL 32043

Mr. Lee,

Lake Asbury Elementary will be purchasing a new copy machine for the front office and would like to trade in the old one. Information on machine as follows:

## Old machine to be traded in:

Ricoh Aficio 3035: Serial #K9365501638, ID J8226 CCSB # 91256

Purchased July 2004

Cost: \$5472.00

Reason for trade in: Upgraded machine

New copier that will be purchased:

Ricoh MP4001SP Copier (proposal attached)

Vendor: Copyfax

Method of payment: Purchase order, Project #1521

Cost: \$6067.00

Your consideration of our request is greatly appreciated.

Sincerely,

**Jackie Cory** Principal

AN EQUAL OPPORTUNITY EMPLOYER